



Announcement No. STATE-FNSI-54-14

OPEN TO: All Honduran and other foreign nationals who are legal resident students of the host country.
(*U.S. citizen students or dual citizen Honduran/U.S. students are not eligible under this program)

POSITION: Finance Intern

OPENING DATE: September 30, 2014

CLOSING DATE: October 21, 2014

WORK HOURS: Minimum 20 hours per week

STARTING DATE: Throughout the year

DURATION: At least 3 months

SALARY: Volunteer, unpaid

*NOTE: U.S. citizen students or dual citizen Honduran/U.S. students are not eligible under this program. The U.S. Department of State sponsors a separate intern program for U.S. citizens. For more information on student programs with the State Department, go to <http://www.careers.state.gov> and click on Student Programs.

The U.S. Embassy is seeking an Intern in the Financial Management Office (FMO). This is an unpaid/volunteer internship with no benefits, compensation, or any future employment rights being accrued as a result of an internship. Interns are required to have current medical insurance coverage.

BASIC FUNCTION:

The intern will assist the Financial Office in establishing various analysis systems, tracking spending trends against established budgets, tracking utilities consumptions, drafting up financial policies, following Standard Operations Procedures, tracking office performance data, and any other duties assigned by the office.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact Martha Nuñez at 2236-9320 Ext. 4518.

REQUIRED QUALIFICATIONS:

(NOTE: APPLICANTS MUST ADDRESS AND INCLUDE TO THE APPLICATION COPIES OF **ALL REQUIREMENTS LISTED BELOW** AND SUBMIT DOCUMENTATION THAT SUPPORTS THESE

REQUIREMENTS, I.E. UNIVERSITY STUDIES. APPLICATIONS WILL NOT BE CONSIDERED IF THESE DOCUMENTS ARE NOT SUBMITTED).

EDUCATION: University studies in accounting, finance, business administration, or a related field with an emphasis on the use of automated technology is required.

LANGUAGE: Level III (Good working knowledge) in English and Level IV (Fluent) in Spanish is required. This will be tested.

SKILLS AND

ABILITIES: Advanced skills in MS Excel, Data Base applications, PowerPoint, Word, and Outlook. Must have good communication skills. Must be a self starter, self motivated who can take on a project and produce results with minimum supervision.

SELECTION PROCESS:

It is essential that the candidate address the above required qualifications in the application. Those who meet the basic qualifications will be invited to participate in an oral interview.

ADDITIONAL SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, and residency status in determining successful internship.
2. Security and medical clearances must be completed before beginning the internship.
3. Must be at least 18 years old.
4. At least two letters of recommendation from professors.

TO APPLY:

Interested applicants for this position must submit the following or the application will not be considered:

1. Application
2. Statement of Interest form
3. Academic Transcripts

SUBMIT APPLICATION TO:

BY MAIL: Send to the following address: U.S. Embassy, Human Resources Office, Room 335, P.O. Box 3453, Tegucigalpa, Honduras. **IN PERSON:** Hand-carry and deposit in drop box located at the entrance of the U.S. Embassy, Post # 3, Avenida San Carlos. **VIA E-MAIL:** Send to: TGGIntern@state.gov

CLOSING DATE FOR THIS ANNOUNCEMENT: October 21, 2014

The U.S. Mission in Tegucigalpa, Honduras provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, disability, age, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all operations through continuing diversity enhancement programs. The Equal Employment Opportunity (EEO) complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

SEE <http://honduras.usembassy.gov/internships.html> FOR ADDITIONAL INTERNSHIP OPPORTUNITIES
